

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Police Captain

BAND	GRADE	
E	923	
DEPARTMENT: Police	ACCOUNTABLE TO: Police Chief	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for commanding a division within the department such as patrol, investigations, or support and administrative. Duties include: coordinating the activities of an assigned division, keeping supervisors updated on incidents that occur, evaluating programs and program activities, participating in budget planning and control, providing technical assistance to subordinates, developing and implementing division procedures, and identifying and recommending improvements for streamlining division activities.		
DISTINGUISHING CHARACTERISTICS: This is the fifth level of a six level police officer series. The Police Captain is distinguished from the Police Lieutenant by the responsibility for command of a major division. The Police Captain is distinguished from the Police Chief in that the Captain does not have overall responsibility and accountability for the department. The Police Captain is expected to perform the duties of the Police Chief in his/her absence.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises staff in their assigned duties to include: scheduling work, prioritizing assignments, conducting performance evaluations, providing technical assistance to staff, coordinating department training, training staff in policies and standard operating procedures, interpreting policies and procedures and handling disciplinary actions.	Daily	
2.	Evaluates programs and program activities to include: implementing goals and objectives, evaluating operations, making improvements or changes, supervising crime prevention and police activities and coordinating activities with other departments and agencies.	Daily	

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3.	Reviews and prepares reports and updates the Police Chief on incidents of concern.	Weekly	
4.	Participates in meetings, conferences and training programs in order to ensure department's needs are heard and to discuss plans, policies and procedures.	Monthly	
5.	Assists the Police Chief in preparing the budget, tracking the budget and developing departmental policies and procedures.	Monthly	
6.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Federal, state, local and vehicle laws and ordinances;
- Laws of arrest;
- Departmental and police procedures;
- Crime prevention techniques;
- Criminal behavior;
- Emergency response techniques;
- Health and Safety Codes;
- Interviewing and investigation techniques;
- Radio communication and procedures.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating personnel;
- Training police officers in policies and standard operating procedures;
- Writing and reviewing technical reports;
- Handling people in all types of situations;
- Responding to emergencies;
- Using force to stop or prevent equal or greater force;
- Administering first aid;
- Gathering information and evidence;
- Using equipment such as two-way radios, police vehicles and weapons;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Equivalent to Associate's Degree in Criminal Justice or related field and coursework to include FBI National Academy, Northwestern University School of Staff and Command, and Southern Police Institute is preferred. Currently at the Lieutenant level with Lake Havasu City Police Department and not on probation.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- United States Citizenship;
- State certification as a Police Officer;
- Ability to pass a background examination.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel and deadly weapons.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn) 5/98

Rev: 8/05 (skm); 07/07 (jls)